**Assigning a Missing Coordinating Cost Center to an Asset and/or Property Coordinator to a Cost Center**

TO assign a Coordinating Cost Center to an asset:

*PLEASE NOTE: This is **not** the process to follow when Transferring an Asset to a different cost center.*

Find the asset to verify if the coordinating cost center is missing.

Open Workday and type the BA number in the search bar and click on the blue link to open the asset.

Check to see if there is a coordinating cost center assigned to the asset. If it is empty, follow the below steps to add the coordinating cost center

Q   BA-0033321                                                       ⊗

**Assets**

**BA-0033321**
Business Asset

**View Business Asset**

Asset ID    BA-0033321        Status    Registered

∨   **General Information**

Company          CO503 Georgia Institute of Technology

Book Currency    USD

Spend Category   SC744200 - Information Tech Equipment Purchase - Small Value - Inventory (per item cost $3,000-$4,999)

Worktags         Fund: FD12210 Auxiliary Enterprises - Housing

Location         (empty)

Description      Catalyst 4500E 48-Port

General   Custodian   Cost Detail   Books   Lifecycle   Process History

**General Information**

Asset Name                BA-0033321

Date Registered           09/20/2019

Date Placed in Service    (empty)

Total Asset Cost          4,712.00

Total Quantity            1

Quantity Available        1

Serial Number             (empty)

Manufacturer              (empty)

Asset Class               Other

Asset Type                Equipment - IT

Business Use %            100

Coordinating Cost Center  (empty)

Asset Coordinator         (empty)

Edit the Business Asset: to add the Coordinating Cost Center to the asset



In the Coordinating Cost Center – search and select the cost center.



Verify the CCC has a property coordinator by clicking on the cost center and view the roles to make sure a property coordinator is assigned.



IF the individual does not have the property coordinator role, please follow the directions below for adding a property coordinator: **Request the Property Coordinator Role in Workday.**

If the individual is terminated or has changed, please follow the directions named: **Updating or Removing a Property Coordinator in the Cost Center.**

**Request the Property Coordinator Role in Workday:**

First, the individual must complete the Business Assets training, and have the certificate ready for submission. Follow this link to access the training: https://gatech.geniussis.com/FERegistration.aspx

Login with the GT Login button and view course catalog, search for the business asset course and register for Workday Business Assets for Property Coordinators, go to your cart, and confirm and go to the dashboard for the training:
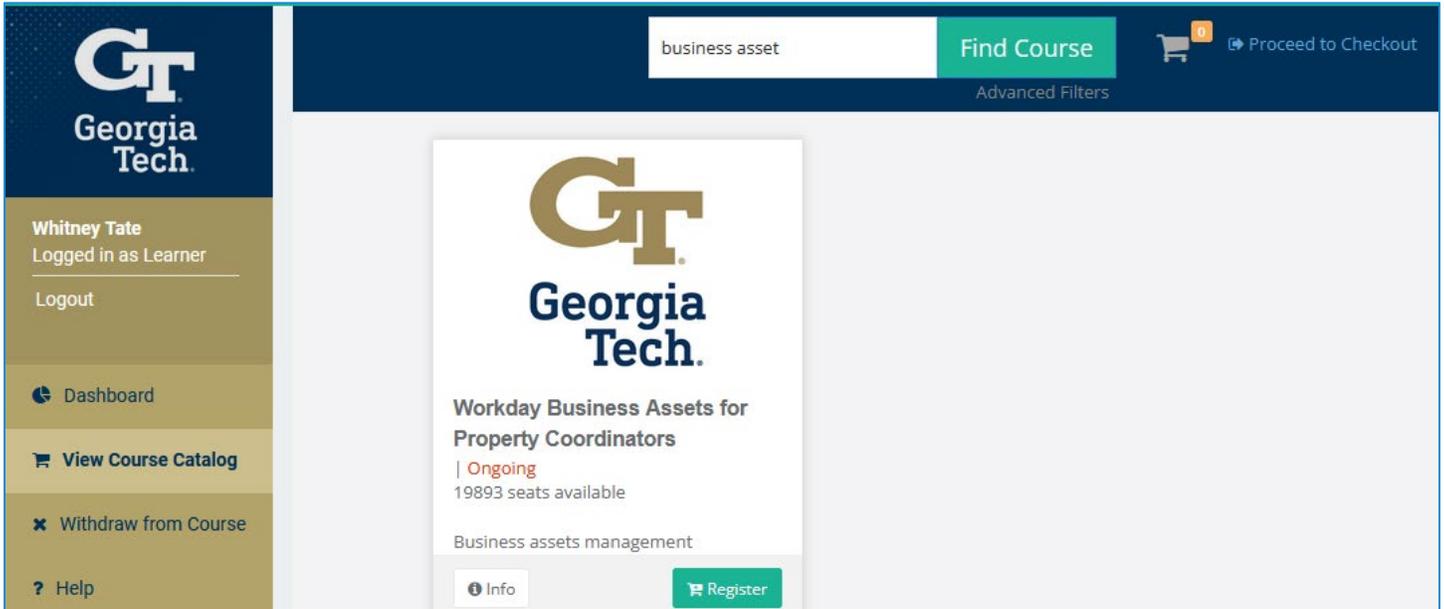


When you have completed the training, download the certificate.



Click on this link to request the role: https://gatech.service-now.com/financials?id=sc_cat_item&sys_id=a49b78c2dba5f300fc9efe8d0f9619f3&sysparm_category=33364360dbec7744fc9efe8d0f96194f

You will create a financial service now ticket under Workday Security. In "Requested For" enter the name of the property coordinator and select the Assets checkbox. Click on the Add property coordinator checkbox and note that you must have the Cost Center Name and Code you would like to assign these property coordinators. In the additional comments section, please add the following information so that Property Control can add the new user to the RFTrack Inventory system.

• GT username
• GT Buzzcard number
• Email address
• Work phone number

## Workday Security Roles - Request New

Request Workday security role (access)

This request initiates changes to current role assignments for Workday application and pre-existing Foundation Data Model (FDM) values. Please note that all GT employees are provided access to Workday upon hire with the following security roles: Employee as Self; Cost Center Financial Analyst. To sign up for these online courses or download copies of your course completion certificates, please visit: https://gatech.geniussis.com/LearnerDashboard.aspx

\* Indicates required

\* Requested By

Whitney Tate (Business Services)

\* Preferred Contact Method

Email

\* Contact Information

whitney.tate@business.gatech.edu

\* Requested For

Whitney Tate (Business Services)

\* Supervisor ❓

The supervisor will receive a notification to approve this request upon submission

Select what type(s) of roles to add
- ☑ Assets
- ☐ Cost Center
- ☐ Expenses
- ☐ Foundation Data Model
- ☐ Financial Accounting
- ☐ Grants
- ☐ Gifts
- ☐ Procurement

Financial Roles - Assets

**Property Coordinator**

This role will be able to perform business asset tracking functions for assigned organizations. Examples include business asset registration, issue, transfer, and disposal. The role has approval authority for business asset tracking business processes and can register, issue and transfer the assets, but not dispose of.

- ☑ Add Property Coordinator Role

\* Cost Center Name and Code ❓

(Required) For individuals receiving the Property Coordinator Role please attach the certificates for the following Training Courses:
• Workday Business Assets

Example: CCxxxxx Cost Center Name

- ☐ If a privileged/advanced role is required, please enter that role name and justification in the 'Additional Comments' box below for review and approval

You should receive Service Now notifications when the role has been added.

## For Removing the Property Coordinator Role

You will create a financial service now ticket under Workday Security. In "Requested For" enter the name of the property coordinator and select the Assets checkbox. Click on the Remove property coordinator checkbox and note that you must have the Cost Center Name and Code to remove the property coordinators.

**Follow this link: https://gatech.service-now.com/financials?id=sc_cat_item&sys_id=a96a5e68db16bb40fc9efe8d0f96194b&sysparm_category=33364360dbec7744fc9efe8d0f96194f**

## Application Security - Remove Roles
Request to remove application security roles

\* Indicates required

\* Preferred Contact Method

Email ▾

\* Requested By

Whitney Tate (Business Services) ▾

\* Contact Information

whitney.tate@business.gatech.edu

\* Direct Supervisor

▾

\* Select what type(s) of roles to add
- ☑ Assets
- ☐ Expenses
- ☐ Financial Accounting
- ☐ Procurement

Financial Roles to Remove - Assets

☐ Remove Business Asset Tracking Specialist Role

**Property Coordinator**
This role will be able to perform business asset tracking functions for assigned organizations. Examples include business asset registration, issue, transfer, and disposal. The role has approval authority for business asset tracking business processes and can register, issue and transfer the assets, but not dispose of.

☑ Remove Property Coordinator Role

\* Property Coordinator Constraints to remove

Provide the role constraints to remove, such as company, cost center, etc.  Type "ALL" to remove everything.

**Updating or Removing a Property Coordinator in the Cost Center:**

If the Cost Center Manager needs to update or remove the property coordinator on their cost center, please click on this link to create a ServiceNow ticket: https://gatech.service-now.com/financials?id=sc_category&sys_id=d92cb59bdba9bb00fc9efe8d0f96192f&catalog_id=c45e32c0db b3ef00fc9efe8d0f9619d8

Foundation Data Model

| | Search |
| --- | --- |

## Foundation Data Model

| Item | Description |
| --- | --- |
| Balancing Unit – Request New | This request initiates creation of a new Balancing Unit. This delivered Worktag identifies an organizational structure or unit with budget and financial responsibility. |
| GTF Transfer Request | To request budget amendment(s) between main GTF Worktags. |
| Cost Center - Request New | Request a new Cost Center (FDM) |
| Cost Center - Request change | Request a change to an existing Cost Center |
| Cost Center - Inactivate/ Reactivate existing | Request inactivation or reactivation of an existing Cost Center |

**Select Cost Center – Request Change**

Answer if you are the authorized requester, enter the company information, and the Cost Center Name

## Cost Center - Request change

Request a change to an existing Cost Center

This request initiates changes to an existing Cost Center and its assigned roles. This delivered Worktag identifies an organizational structure or unit with budget and financial responsibility. Cost Centers have been established for each school, college, department or unit, generally mimicking operational structure.

\* Indicates required

\* Preferred Contact Method

| Email | ▼ |

\* Requested By

| Whitney Tate (Business Services) | ▼ |

\* Contact Information

| whitney.tate@business.gatech.edu |

**Authorized Requestor**

\* Are you the Authorized Requestor or Finance Director for your organization?

| Select one | ▼ |

**Company Information**

\* Select the Company

| Select one | ▼ |

**Cost Center Information**

\* Current Cost Center Name

| Select one | ▼ |

\* Update Cost Center Name

| Select one | ▼ |

**Cost Center Hierarchy**

\* Update Cost Center Rollup?

| Select one | ▼ |

**Roles**

\* Update Cost Center Manager(s)

| Select one | ▼ |

\* Update the PCard Cost Center Manager(s)

| Select one | ▼ |

\* Update RQ Reviewer(s)

| Select one | ▼ |

\* Update Property Coordinator(s)

| Select one | ▼ |

Select Update Property Coordinator.

Choose to Add, Remove or Add and remove Coordinator

*Update Property Coordinator(s)

| Select one | ▲ |

| | 🔍 |

Select one

No changes required

**Add Coordinator(s)**

Remove Coordinator(s)

Add and remove Coordinators

Enter the Property Coordinator name and Justification.

*Update Property Coordinator(s)          *Property Coordinator(s) to add

| Add Coordinator(s) | ▼ |

Justification

*Justification for this request

Please describe the justification for this request

Submit to have the FDM team make the change.